

# COTTONWOOD PUBLIC LIBRARY ADVISORY BOARD MEETING

## Minutes

Wednesday, January 15 @ 4:30 pm

Library Meeting Room

## Agenda

Call to Order	Meeting called to order at 4:30 P.M. by vice-president Margo Mitchell.
Roll call	Present: Dede Ewald, Connie Gilmore, Margo Mitchell, John O'Neil, Judy Paulus, Richard Smith, Library Manager Vanessa Ward, Library Supervisor Mary Griffith Absent: Tyler Harding
I. Approval of Minutes	Judy moved that the minutes be accepted as amended. Dede seconded. <i>Minutes approved as amended.</i>
II. Library Manager's Report	<ul style="list-style-type: none"><li>*There were 2,913 reference questions and 18,369 directional questions for the month. This is an increase of 11.5% in reference questions and 10.7% in directional questions from last month.</li><li>*There were 65 programs with 694 in attendance vs. 63 programs with 912 in attendance in November, a 3% increase in programs with a 24% decrease in attendance.</li><li>*There were 2,920 holds placed and 2,321 holds filled in December vs. 2,489 holds placed and 2,103 holds filled in November, a 17% increase in holds placed and a 10% increase in holds filled.</li><li>*The new carpet was installed in December. We have received many compliments.</li><li>*Vanessa asked if the Board would like to see any other statistics than what she regularly reports, such as how many books are added and discarded per month.</li><li>*John commented on the increase in volunteers and volunteer hours per month from last year.</li></ul>
III. Youth Services Report	<ul style="list-style-type: none"><li>*"The Hideaway" has been very busy. There have been many new tween and teen faces. December had 1190 people who visited the Hideaway.</li><li>*TLC is now meeting the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays each month. The Camp Verde Youth Services librarian is visiting to get ideas.</li><li>*We are picking up our outreach efforts.</li><li>*The tablets have been used a lot.</li><li>* Video game development classes will begin soon. Most of the Youth Services classes funded by the grant are full.</li></ul>
IV. Old Business:	<ul style="list-style-type: none"><li>*Ballast issues—There is no funding to resolve the issue. Vanessa has met with Rudy and Richard and the ballasts may need to be replaced. This remains an ongoing issue. There are some areas that have had inadequate lighting since the building was built.</li><li>*Crosswalk from the Rec. Center to the library—There is no funding currently for any of the three possible plans. Vanessa pointed out that the paint on the current crosswalk needs to be repainted.</li><li>*Vanessa noted that the new budget will include funding for library maintenance/upkeep.</li></ul>
V. New Business:	<ul style="list-style-type: none"><li>*Bookmarks support/purchases support—The Bookmarks have funded the cleaning of the chairs, the refinishing of three Circulation desks and purchasing the new Reference desk. The Library Advisory Board would like thank the Bookmarks for</li></ul>

	<p>their support. There was a general discussion about the best way to thank them. Margo suggested a press release commending them on their support of the library. John volunteered to attend the upcoming annual meeting as a Board representative and thank them. Dede recommended that we recognize Bookmarks president Mary Eichmann at our volunteer luncheon.</p> <p>*The library is getting 7 new computers to support the new Enterprise system. Some of the computers were so old that they did not function well. The Bookmarks are paying half and the City is paying half of the cost of the purchase.</p> <p>*June 2014 is the 20 year anniversary of the “new” library building. The library is considering accepting non-perishable food for fines (The Library averages about \$1200/month in fines and lost book money.) For two weeks the Library would accept food donations in repayment of fines for up to \$10. Vanessa will look into the options for food donations.</p> <p>We discussed having an open house on the date of the anniversary, with punch and cookies, volunteers/board members as greeters. We can work with Bookmarks to help promote them as well. (Specific date to be determined.)</p>
VI. Yavapai Library Network Update	<p>*The Enterprise catalog installation is complete. There is a feedback button that allows comments.</p> <p>*Scott with the Sedona library is lending us 8 catalog computers that are newer than ours. He has made a Public Web Browser program utilizing Linux that Sedona has been using.</p>
VII. Correspondence	<p>There were several comments on how helpful the library staff is.</p> <p>Positive comments about the new books the library has added.</p> <p>Several requests for materials, some that had already been ordered.</p> <p>A request for information on non-resident library cards.</p> <p>Several comments on the possibility of a “new paperback” section.</p> <p>A complaint about the new phone system.</p>
VIII. Public Comment	No public comments.
IX. Future Agenda items & calendar updates	<p>Ballast issues</p> <p>Crosswalk from the Rec. Center to the Library</p> <p>20 year anniversary open house</p> <p>Volunteer Appreciation Banquet</p> <p>Next meeting—February 19, 2014</p>
X. Adjournment.	<p><i>Connie moved we adjourn, John seconded. Motion approved unanimously.</i></p> <p>Meeting adjourned at 5:35 P.M.</p>

*Respectfully submitted,*

*Connie Gilmore, Secretary*